



FY 2021

SSVF Monthly Report Guide v1.0

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About this Guide

The SSVF HMIS Monthly Report provides extensive information to SSVF grantees based on data that was submitted to the HMIS Repository.

This guide presents introductory and usage information on the monthly report. The main purpose of this guide is to improve grantee staffs' ability to understand, navigate and share SSVF HMIS Monthly Report findings internally and locally.

Understanding and usage of this report should help grantees to improve their SSVF program's policies and practices, client outcomes, and their external coordination efforts. Additionally, the report provides a shared picture of grantee service provision and outcomes to both VA and the SSVF grantee.

The [VA Data Guide](#) is the primary source for information about the HMIS Repository, HUD required SSVF data elements, the SSVF upload process, other SSVF reports, or data quality management planning.

I. Introduction

On a monthly basis, the HMIS Repository generates a SSVF Monthly Report for each upload slot. The report is emailed via an automated process to SSVF grantee staff with associated HMIS Repository accounts. The report is generated on or around the 11th of every month and will include data from the most recent upload provided to the repository from the 1st through the 9th of that same month. As a reminder, repository uploads are grant-to-date and grow in size each month, building toward a full fiscal year data set by the 12th upload of every fiscal year.

This guide presents introductory and usage information on the monthly report. The main purpose of this guide is to improve grantee staffs' ability to understand, navigate and share SSVF HMIS Monthly Report findings internally and locally.

The section reviews all of the SSVF data reports (including the Monthly Report), and how to locate, access, and understand the Monthly Report.

SSVF Data Reports

There are four SSVF HMIS reports generated for grantees each month. Taken together, these reports aide grantee staff in submitting, amending, and understanding their SSVF HMIS data as submitted to VA. More specifically, these reports contain upload validation information, data quality information, and programmatic summary information that should be used for data quality and programmatic reviews.

The first three reports listed are made available to either Repository uploaders or all Repository users associated with given uploads during the monthly upload period. However, the last report listed (Monthly Report), is shared with associated users shortly after the monthly upload period ends.

Each time SSVF data is uploaded to the Repository, it validates each file to ensure that all of the necessary columns were included. The results of this validation will appear on the Repository website immediately after submitting the data and will be emailed to the uploader at the time of the unsuccessful or successful upload.

a. Validation Results

If a Repository upload is unsuccessful, the Validation Report will identify all of the file errors that led to the upload's rejection. Data quality alerts may occur as well. See the file validation section of the [VA Data Guide](#) for more details on these issues.

If the uploaded data is successfully transmitted to the Repository, a message will appear at the bottom of the validation results confirming that the uploaded data was successfully transferred to the Repository database. See the File Validation section for more information about how to read the results.

b. Data Quality Summary

The purpose of the Data Quality Summary Report is to identify and correct errors before the Repository closes. These reports are emailed out to all Repository users *with a successful upload* associated with the corresponding Repository program.

Individual fields must be above the 95% complete threshold for that data element. The Repository remains open from the third business day of the month through the ninth calendar day of the month to allow for uploads with corrected data or for late uploads. The

data quality reports will continue to be emailed with each successful upload so that grantees can track data quality improvements.

c. Data Quality Details

The Data Quality Details report is emailed to the person who completed a successful upload to the Repository. This report corresponds to the Data Quality Summary report (described above) and provides HMIS identifiers for each data quality issue listed on the Data Quality Summary report.

d. Monthly Report

This guide covers the SSVF Monthly Report. The SSVF Monthly Report is emailed to all persons associated with a given upload slot that was successfully submitted to the Repository. It is the most SSVF useful report for developing a data-driven understanding of the scope, scale, and impact to date of each SSVF upload.

This report provides information about persons, veterans, and households served, demographics, TFA usage data, services counts and outcomes data; each report includes counts for each month and grant-to-date.

The reports are e-mailed once each month to all Repository users associated with each grant. It is usually sent out after the close of the Repository period.

Locating and Accessing the Monthly Report

As noted earlier, the Monthly Report is emailed via an automated process to SSVF grantee staff with associated HMIS Repository accounts. The report is included as an attachment in that email.

Locate the Monthly Report

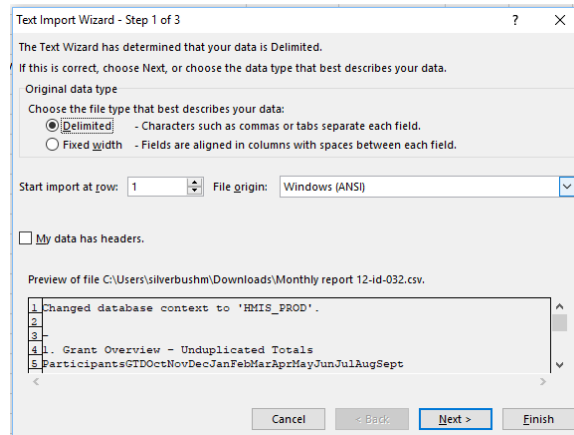
Below is information to help you locate and understand Monthly Report emails:

- ✓ **From:** The email will come from the vaphcsqlhmi200@va.gov email address.
- ✓ **When:** The report is emailed to grantees on the 11th day of the month, two days after the Repository closes.
- ✓ **Body of the Email:** The body of the email includes the following elements, which may be useful for troubleshooting report issues...
 - The **Username** of the person who completed the upload.
 - The **Upload Slot** that the report is based on. That is listed as the “Program name.”
 - The **File Name** uploaded to that Upload Slot that the report is based on.
 - The **File ID** that was automatically generated by the HMIS Repository.
- ✓ **Subject Line:** The email’s subject line is the **File ID**.
- ✓ **Attachment:** The report is Comma Separated Value (CSV) file.
- ✓ **Number of Emails:** You will receive one email for each upload slot linked to your HMIS Repository account.

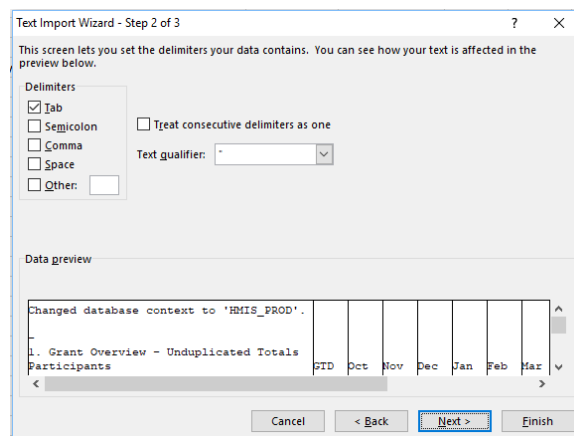
Access the Monthly Report

Once you have located the Monthly Report in your inbox, save the CSV file to your computer. If your organization has multiple upload slots, we recommend including the upload slot name in the file name.

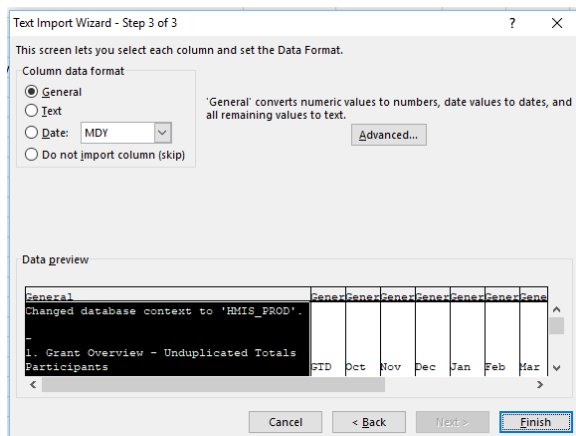
1. **Open** the CSV file with a spreadsheet application such as Microsoft Excel, Google Sheets or Apple Numbers.
2. **Set the import type** using the text import wizard.
 - Select “Delimiters” in the original data type section.



- Check the “Tab” option under Delimiters.



- Select the “General” option under the Column data format section.



- **Tip:** If all the file’s data is all imported into one column, then check the help menu of the application to see if there is a tab import or setup option for CSV files. Your organization’s IT department may be able to help with that. You can also email ssvfhmis@abtassoc.com for assistance.
3. **Adjust** the column widths to allow you to read the field names in the first column (column “A”).
- **Tip:** Based on the table you are viewing, additional resizing may be needed to view column headers. You can also use the “Wrap Text” function to better view those headers.

Understanding the Report

a) Structure

The Monthly Report contains 31 tables in 15 sections. Those sections are detailed in the [Section Guide](#). Each table is listed vertically in the report. In other words, all tables can be found above or below other tables, there are no tables to the right of another tables.

Each table in the report has a common structure. Below are the five elements of that structure along with an illustration of the location of those elements.

10.1 Veteran Demographics: Race/Ethnicity and Household Type							
Participants	SSVF_tot	HP_tot	HP_Adults_only	HP_Adults_with_children	RRH_total	RRH_Adults_only	RRH_Adults_With_Children
American Indian/Alaska Native	0	0	0	0	0	0	0
Asian	1	0	0	0	1	1	1
Black or African-American	5	3	2	1	2	1	1
Multiple races	1	0	0	0	1	0	1
Native Hawaiian/Other Pacific Islander	1	0	0	0	1	1	0
Unknown	0	0	0	0	0	0	0
White / Hispanic	2	1	1	0	1	0	1
White / Non-Hispanic	37	11	8	3	26	1	25
Total	47	15	11	4	32	4	29

- **Table Number:** Indicates the table's section and whether it is part of a report section.
 - **Whole numbers:** Whole numbered tables are the only table in their section (e.g. 1, 2, 3)
 - **Decimal numbers:** Decimal number tables are part of a set of tables in their section (e.g. 5.1, 5.2, 5.3)
- **Table Name:** The table name indicates the subject of the table.
- **Universe:** Just under the table name, the universe displays the population or units used in the table (e.g. participants, amounts, income sources). Often, the Universe and Table Name must be looked at together to understand the scope of the data in a given table.
- **Category Names:** Category names are components of each table's universe. In some cases, the categories sum up to a total. In other cases, there may be subcategories or independent categories that do not sum to the total. In the [Section Guide](#), the different types of categories will be examined on a table-by-table basis.

- **Field Names:** Field names segment table data by time (i.e. GTD or Month) or population group (e.g. SSVF Total, HP Total, HP Adults Total). As with Category Names, the [Section Guide](#) will examine field categories on a table-by-table basis.

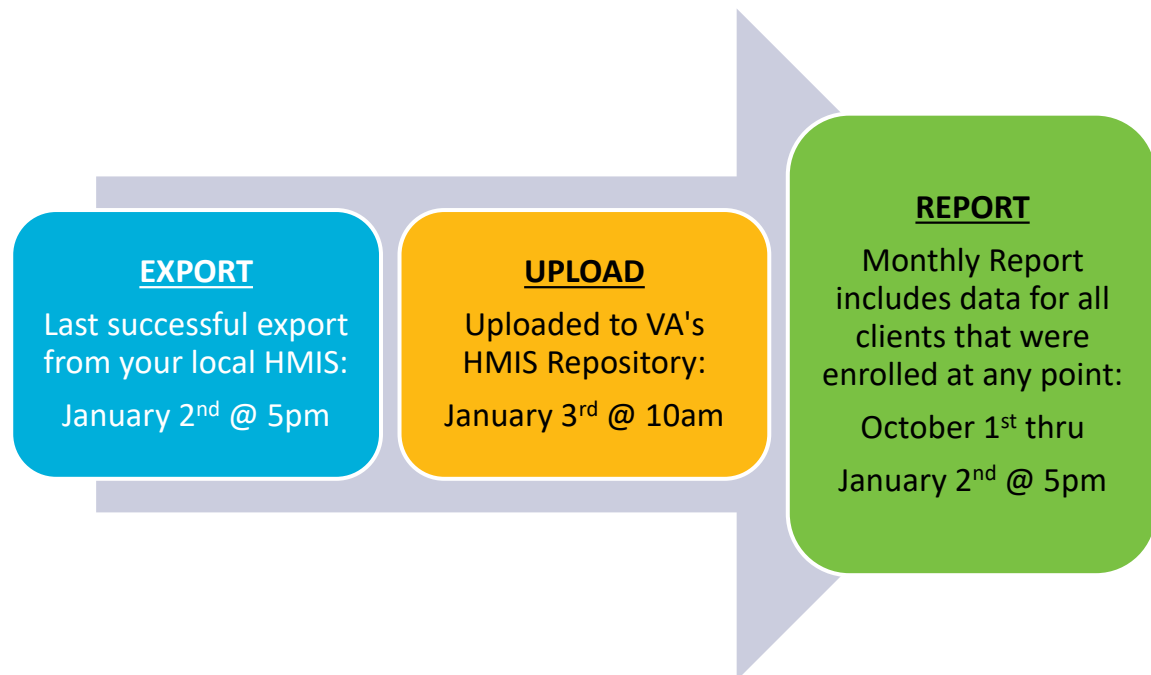
b) Time Period

There are two key factors to understand about the usefulness of data by time period of the SSVF Monthly Report, the preformatting of the report to include all months (regardless of the time of year) and the relationship between the export date, upload date and data included in the report.

First, the SSVF Monthly Report is preformatted to show all months in the fiscal year, regardless of the time of year. For that reason, months shown in the report with no data upload should be considered not useful. For example, an export and upload completed on December 8th would include full month's data for October and November only and partial data for December. All subsequent months' data, January through September, would not be useful. As such those months' data would be displayed in the report as either carryovers data from prior months (for participants, households or Veterans) or shows blank data (for time or amounts).

Second, SSVF Monthly Reports contain data for the current fiscal year through the last successful export and upload to the HMIS Repository. That may include data that exceeds the latest full month, as the Repository upload period runs from the 1st thru the 9th day of each month. As such, a month in the report with partial data should be considered limitedly useful.

For example...



c) Domains

When analyzing Monthly Report data, it is usually helpful to compare table data for the same population or time element to develop a more complete understanding. For that reason, we have categorized like populations and timing elements by “Domain” in the table below. Check marks are used to indicate that a population or timing domain is present in a given table.

Usage Note: In the following table and throughout the rest of this guide, abbreviations are used for each of project types -- Homelessness Prevention (HP) and Rapid Re-housing (RRH). For reference purposes, Table Names are exempted from this usage rule.

Table Number	Table Name	Universe	Project Type	Domains						
				At or Since Entry			At Exit			Time
				Persons	Veterans	House holds	Persons	Veterans	House holds	
1	Grant Overview - Unduplicated Totals	Participants	Both	✓	✓	✓				
2	Homelessness Prevention	Participants	HP	✓	✓	✓				
3	Rapid Re-Housing	Participants	RRH	✓	✓	✓				
4.1	Housing Outcomes - Exited Clients by Destination Type: HP Housing Outcomes	Participants	HP				✓			
4.2	Housing Outcomes - Exited Clients by Destination Type: RRH Housing Outcomes	Participants	RRH				✓			
5.1	Length of Stay in Program: Veterans Active on Last Day of Report Period	Length of Stay	Both					✓		✓

				Domains						
Table Number	Table Name	Universe	Project Type	At or Since Entry			At Exit			Time
				Persons	Veterans	House holds	Persons	Veterans	House holds	
5.2	Length of Stay in Program: Exited Veterans by Destination Type (PH/non-PH)	Length of Stay	Both					✓		✓
5.3	RRH Veterans - Length of Time to Housing Placement by Household Type	Time to Permanent Housing	RRH					✓		✓
6.1	Amount of Temporary Financial Assistance (TFA) by Type - Homelessness Prevention	Amounts	HP	✓		✓				
6.2	Total TFA by Household Type - HP	Amounts	HP	✓		✓				
7.1	Amount of Temporary Financial Assistance (TFA) by Type - Rapid Re-Housing	Amounts	RRH	✓		✓				
7.2	Temporary Financial Assistance by Household Type - Rapid Re-Housing	Amounts	RRH	✓		✓				
8.1	Homeless Prevention Services	Participants	HP	✓						

				Domains						
Table Number	Table Name	Universe	Project Type	At or Since Entry			At Exit			Time
				Persons	Veterans	House holds	Persons	Veterans	House holds	
8.2	Rapid Re-Housing Services	Participants	RRH	✓						
9.1	Participant Demographics : Race/Ethnicity and Household Type	Participants	Both	✓						
9.2	Participant Demographics : Household Size and Type	Participants	Both	✓						
9.3	Participant Demographics : Age Category and Household Type	Participants	Both	✓						
10.1	Veteran Demographics : Race/Ethnicity and Household Type	Participants	Both		✓					
10.2	Veteran Demographics : Gender and Household Type	Participants	Both		✓					
10.3	Veteran Demographics : Age Category and Household Type	Participants	Both		✓					

				Domains						
Table Number	Table Name	Universe	Project Type	At or Since Entry			At Exit			Time
				Persons	Veterans	House holds	Persons	Veterans	House holds	
11	Veteran Residence Prior to Project Entry	Participants	Both		✓					
12	Veteran Residence at Exit / Destination	Participants	Both					✓		
13.1	Veteran Income at Entry and Exit: Monthly Income Changes	At Exit ¹	Both					✓		
13.2	Veteran Income at Entry and Exit: Income Category at Entry and Change in Monthly Income at Exit	At Exit ²	Both					✓		
14.1	Veteran Income and Benefit Sources at Entry and Exit: Income Sources	Income Sources	Both					✓		

¹ This table indicates that the category names are income levels at entry, which is correct. However, the universe of this table is “at exit.” In all other tables, the universe and the category name are the same.

² See note 1.

				Domains						
Table Number	Table Name	Universe	Project Type	At or Since Entry			At Exit			Time
				Persons	Veterans	House holds	Persons	Veterans	House holds	
14.2	Veteran Income and Benefit Sources at Entry and Exit: Benefit Sources	Income Sources	Both					✓		
14.3	Veteran Income and Benefit Sources at Entry and Exit: Health Insurance	Income Sources	Both					✓		
15.1	Veteran Information: Theaters of Operations	Participants	Both		✓					
15.2	Veteran Information: Number of Theaters	Participants	Both		✓					
15.3	Veteran Information: Military Branch	Participants	Both		✓					
15.4	Veteran Information: Length of Military Service	Participants	Both		✓					

II. Table Guide

This section provides a guide to the contents, domains, project types used in each of the SSVF Monthly Report's tables. Each section provides sample questions that grantees can use to develop a better understanding of your SSVF program's functioning from every table. That better understanding should help grantees to improve their SSVF program's policies and practices, client outcomes, and their external coordination efforts.

Tables 1-3: Unduplicated totals

- Table 1. Grant Overview - Unduplicated Totals: Unduplicated (HP and RRH combined)
- Table 2. Homelessness Prevention: HP Only
- Table 3: Rapid Re-Housing: RRH Only

Tables 1 thru 3	Domains At or Since Entry		
	Persons	Veterans	Households
	✓	✓	✓

These tables provide an overview of high-level data for all population groups, including both “at entry” totals data for persons, Veterans, and households served. Additionally, at the bottom of these tables include trending data on entries (“entering”) and exits (“exiting”) into SSVF.

These three tables are available on a monthly or grant to date (GTD) basis.

All of these tables are formatted in the same manner, for its own project type or a combination of project types. Within each table, client data is unduplicated... as such a client that received both HP and RRH services will appear once in each of the tables.

Sample Questions that Can Be Examined with These Tables:

- How many persons, Veterans or households were served?
 - How do these totals compare to your organization's service goals?
- How are caseloads changing over time, by project type?
- How many persons are being served per household?
- Of Veterans served, how many were returning from Iraq or Afghanistan (OEF/OIF/OND), female, disabled or chronically homeless?
 - How do these percentages compare to the CoCs where these Veterans were served or the national average?
- Of persons served, how many were children?

- What percentage of households served had incomes of under 30 percent of Area Median Income (AMI) at entry?

Table 4: Housing Outcomes

- Table 4.1 Housing Outcomes - Exited Clients by Destination Type: HP Housing Outcomes
- Table 4.2 Housing Outcomes - Exited Clients by Destination Type: RRH Housing Outcomes

Domains At Exit			
Tables 4.1, 4.2	Persons	Veterans	Households
	✓		

These tables provide housing outcome for persons at exit, by project type. Table 4.1 is for HP persons at exit, while Table 4.2 is for RRH persons at exit. The housing outcomes are presented in destination exit categories. A more detailed view of these tables' exit categories can be found in Table 12's category names.³

Housing outcomes performance data is a high priority measure of SSVF provider's client service as permanent housing placements and preservation lead are critical to addressing housing crises and promoting future stability for Veteran households in need.

These two tables are available on a monthly or GTD basis, and are formatted in the same manner, for both project types.

These tables include a "data missing" category. That category's total should be reviewed regularly to ensure that missing destination information is rare, rather than the result of faulty data collection policies or practices.

Sample Questions that Can Be Examined with These Tables:

- To what extent are HP clients maintaining permanent housing at exit?
- How many HP clients are exiting your SSVF program to temporary homeless situations or institutional situations?
- To what extent are RRH clients making it into permanent housing at exit?
- How are RRH and HP housing outcomes changing over the course of the grant?
 - Is your grant on track with its permanent housing placement or retention goals?
 - What could be done to improve these outcomes?

³ Note: Table 12 has a different population domain. This reference is purely for convenient access to the more detailed category names that make up Table 4's categories.

Table 5: Timing Components

- Table 5.1 Length of Stay in Program: Veterans Active on Last Day of Report Period
- Table 5.2 Length of Stay in Program: Exited Veterans by Destination Type (PH/non-PH)
- Table 5.3 RRH Veterans - Length of Time to Housing Placement by Household Type

Domains Last Day of the Reporting Period or At Exit			
Tables 5.1 thru 5.3	Persons	Veterans	Households
		✓	

These tables provide the timing components for Veterans on length of stay through the last day of the reporting period (Table 5.1; entry thru end of the reporting period), length of stay (Table 5.2; entry thru exit; exiters only) and the length of time from entry to permanent housing for RRH Veterans (Table 5.3; Veterans who exited to permanent housing destinations).

Timing performance data is an important measure of SSVF provider’s Veteran service as long homelessness stays are detrimental to Veteran health and housing stability.

Table 5.1 includes all Veterans, regardless of exit status by the end of the reporting period (the last full month uploaded). The category names in this table show length of stay date ranges, the total number of Veterans, and the average number of days per Veteran stay. For the field names, “total” means includes Veterans served by HP or RRH.⁴ The next field name is for HP Veterans. While the last 3 field names (“Placed,” “Not Placed,” and “Per_not_Placed”) are for RRH Veterans.⁵ This table can help grantees make sure that RRH Veterans are not enrolled for long periods of time without being placed into permanent housing and can be used to track lengths of stay for both HP and RRH Veterans.

Table 5.2 includes only Veterans who have exited HP or RRH projects. The “Perm” (Permanent Housing) and “Non_Perm” (Non-Permanent Housing) columns sum to the “Total” field. This table can help grantees track the length of time that HP and RRH Veterans are served. Additionally, time differences between permanent and non-permanent housing exits maybe useful for grantees to understand when reviewing their policies, practices and goals.

Table 5.3 includes only RRH Veterans that exited to permanent housing. For each of these Veterans, there should be a housing move-in date between the entry and exit date. That date when Veterans move into housing usually occurs months before their exit. For that reason, when comparing this table to Table 5.2’s RRH data, grantees can get a better sense of the timing dynamics of permanently housing Veterans from homeless locations.

Sample Questions that Can Be Examined with These Tables:

⁴ If a Veteran was served by both HP and RRH during the reporting period, then both stays would be included in this table.

⁵ These fields do not include RRH in their name at this time. These field names will be updated later in 2021.

- How long are HP and RRH Veterans taking to exit SSVF?
 - What length of stay differences are there between Veterans who successfully exited to permanent housing compared to those who did not?
- How long does it take for RRH Veterans to be placed into permanent housing?
 - How much longer are RRH Veterans staying enrolled before exiting?
- Are there any significant differences between the average number of days served and the most common number of days served category?

Tables 6-7: Temporary Financial Assistance (TFA)

- Table 6.1 Amount of Temporary Financial Assistance (TFA) by Type - Homelessness Prevention
- Table 6.2 Total TFA by Household Type – HP
- Table 7.1 Amount of Temporary Financial Assistance (TFA) by Type - Rapid Re-Housing
- Table 7.2 Temporary Financial Assistance by Household Type - Rapid Re-Housing

Tables 6 thru 7	Domains Since Entry		
	Persons	Veterans	Households
	✓		✓

These tables provide TFA data since entry for persons and households. These tables can be analyzed by either the persons or household domains as the dollar figures include all members of all households. Table 2 (HP) or Table 3 (RRH) can be used to get a sense of TFA usage by persons or households.

Tables 6.1 and 7.1 show TFA dollar amounts by detailed category such as Rental assistance or Security deposit for HP and RRH projects, respectfully. These detailed breakdowns can be used to assess grantee's usage (or non-usage) of various TFA resources.

Tables 6.2 and 7.2 show total TFA usage by household type (adults only or adult/child households) for HP and RRH projects, respectfully. These tables also show the distribution of TFA usage between household types, along with the average TFA total spending used for each of those households types.

All four tables are available on a monthly or GTD basis.

These tables can help grantees stay on top of their TFA total spending and its type of usage over time.

Sample Questions that Can Be Examined with These Tables:

- How much TFA was spent so far? By HP? By RRH?
- Are the TFA types used matching your organization's expectations?

- How has TFA usage changed over the course of the year?
- How does TFA spending differ by household type?
- Is your organization on track with TFA spending?

Table 8: Services

- Table 8.1 Homeless Prevention Services
- Table 8.2 Rapid Re-Housing Services

	Domains Since Entry		
	Persons	Veterans	Households
Tables 8.1, 8.2	✓		

These tables provide services type data since entry for persons. Table 2 (HP) or Table 3 (RRH) can be used to get a sense of services usage by persons.

Tables 8.1 and 8.2 show SSVF service data by detailed category such as Outreach or Case management services for HP and RRH projects, respectfully. These detailed breakdowns can be used to assess grantee's usage (or non-usage) of various services resources.

All two tables are available on a monthly or GTD basis. As such, these tables can help grantees stay on top of their service provision and its type of usage over time.

Sample Questions that Can Be Examined with These Tables:

- Which services are most commonly used for RRH clients? HP clients?
- Do the levels of service by type match your organization's expectation?
- Are Rapid Resolution services being administered at entry appropriately?
- To what extent are shallow subsidies being used?
- On average, how many services does each client receive?

Tables 9-10: Demographics

- Table 9.1 Participant Demographics: Race/Ethnicity and Household Type
- Table 9.2 Participant Demographics: Household Size and Type
- Table 9.3 Participant Demographics: Age Category and Household Type
- Table 10.1 Veteran Demographics: Race/Ethnicity and Household Type
- Table 10.2 Veteran Demographics: Gender and Household Type
- Table 10.3 Veteran Demographics: Age Category and Household Type

	Domains At Entry		
	Persons	Veterans	Households
Tables 9.1 thru 9.3	✓		
Tables 10.1 thru 10.3		✓	

These tables provide demographic data at entry for persons and Veterans, in tables 9 and 10 respectfully.

Race/Ethnicity: Tables 9.1 and 10.1 show persons and Veterans by race/ethnicity group, respectfully. The race/ethnicity group data in these tables is shown by project type and household type. For persons or Veterans that are in multiple race or ethnicity groups, they are only counted under the “Multiple races” category. For that reason, the total for persons and Veterans in these tables should match the respective totals in the [Unduplicated Totals](#) tables (tables 1 thru 3).

These race/ethnicity data can be used to identify possible service disparities in project enrollments and referral systems. The [analysis section](#) of this report covers this area in greater detail.

There are data quality issues that this table can help identify. This table includes the “Unknown” category. That total should be reviewed regularly to ensure that missing race/ethnicity information is rare, rather than the result of faulty data collection policies or practices.

Household Size and Type: Table 9.2 shows the distribution of persons by household size. That information is available by project and household type.

There are some data quality issues that this table can help identify. First, the number of people in “8-10 people” and “More than 10 people” households should usually be relatively small. Relatively large numbers of people in these categories could signal that multiple households improperly lumped into the same household, or persons were enrolled multiple times into the project. Conversely, if there are entries of only 1 person in households with children, then either a child or an adult may be missing that household’s enrollment during the fiscal year.

This table is useful for grantees to get a sense of the household type information may help grantees with referral and resource planning during the year, larger households tend to require more TFA and as some referrals and resources are specific to household type. Additionally, Veterans with at least one

dependent family member have been set as a priority population for SSVF grantees to serve. This table can help to track the service of that target population.

Age: Tables 9.3 and 10.3 show persons and Veterans by age group, respectfully. The age group data in these tables is shown by project type and household type. As the average age of Veterans served by SSVF has steadily increased since its inception, it is important for grantees to track those increases in their own data for service and referral purposes. Planning for geriatric conditions such as frailty, falling, sensory and cognitive impairment, inability to execute activities of daily living, etc. may become increasingly common issues for SSVF grantees to address.

These tables include a “data missing” category. That category’s total should be reviewed regularly to ensure that missing data of birth information is rare, rather than the result of faulty data collection policies or practices. All Veterans are required to have dates of birth entered into HMIS for SSVF eligibility confirmation reasons. Additionally, grantees should make sure that the number of persons and Veterans in the “85+ years” category is accurate. Often Veterans in the “85+ years” category are the result of typographical errors in entering the birth year.

Gender: Table 10.2 shows Veterans by gender type. The gender data in these tables is shown by project type and household type. As households with one or more female Veterans are priority populations for SSVF grantee service, this table can help track those outreach and engagement efforts.

There are data quality issues that this table can help identify. This table includes “Client doesn’t know / refused” and “Data not collected” categories. Taken together, these categories sum to the amount of Veterans with missing gender data. That total should be reviewed regularly to ensure that missing gender information is rare, rather than the result of faulty data collection policies or practices.

Sample Questions that Can Be Examined with These Tables:

- Are similar or different proportions of Black Veterans being served by SSVF RRH compared to the area’s shelter system?
- Among White / Non-Hispanic persons, what percentage are served in households with children compared to households without children?
- Which age group is most common for child in RRH households with children? HP households with children?
- What is the most common household with children size for RRH? HP?
- Are female Veterans be served at expected levels?
- Does it look like there are data quality issues for Veteran age? Persons’ age? Race? Gender?

Table 11: Prior Living Situation

	Domains At Entry		
	Persons	Veterans	Households
Table 11		✓	

This table provides prior living situation data for Veterans at entry. This information is available by project and household type.

The categories in this table have category group total rows. For example, all of the prior living situations between “Owned by client, no ongoing housing subsidy” and “Permanent housing for formerly homeless persons” are summed to the “Total In Housed Situations” category total. Category total rows always follow their categories’ rows.

Increasingly, information on the movement of persons into and out of homelessness assistance programs, and homelessness itself, is being used to drive coordinated entry system planning efforts. This table’s prior living situation data should help grantees to understand and coordinate locally about the flow of Veterans into their programs, including referral system impacts.

From a data quality perspective, nearly all HP Veterans should enter the project from housed situations, some may be from other situations, and none should be from homeless situations. Conversely, nearly all RRH Veterans should enter the project from homeless situations, some may be from other situations, and none should be from housed situations. Additionally, missing data from “Client doesn’t know / refused” and “Data not collected” should be zero, because that information is needed to assess Veterans’ eligibility for SSVF.

Sample Questions that Can Be Examined with These Tables:

- To what extent are RRH Veterans are coming from homeless situations?
 - What is the most common homeless situation for RRH Veterans?
 - What is the most common homeless situation for RRH Veterans in households with children?
- How do prior living situations differ between HP Veterans in households with and without children?
- Is there missing prior living situation information?
- Of the “Other living situations” category, what are the most common prior living situations for HP and RRH Veterans?
- To what extent are Veterans entering HP from VASH-subsidized housing?

Table 12: Destination

	Domains At Exit		
	Persons	Veterans	Households
Table 12		✓	

This table provides destination data for Veterans at exit from SSVF. This information is available by project and household type.

The categories in this table have category group total rows. For example, all of the destinations between “Owned by client, no ongoing housing subsidy” and “Moved from one HOPWA to HOPWA PH” are summed to the “Permanent subtotal” category total. Category total rows always follow their categories’ rows.

SSVF was designed to rapidly re-house homeless Veteran households and prevent homelessness for those at imminent risk due to a housing crisis. For that reason, this table’s permanent housing destination results are considered to be a high priority measure of SSVF provider’s client service.

From a data quality perspective, nearly all HP Veterans should enter the project from housed situations, some may be from other situations, and none should be from homeless situations. Conversely, nearly all RRH Veterans should enter the project from homeless situations, some may be from other situations, and none should be from housed situations. Additionally, missing data from “Client doesn't know / refused / missing” and “Data not collected” should be kept relatively low. It is understandable that some Veterans may not choose to share their exit destination, but grantees should review their data collection policies and practices if there is significant missing data.

Sample Questions that Can Be Examined with These Tables:

- Are grantee expectations for Veteran permanent housing exits being met?
 - To what extent are RRH Veterans exiting to permanent housing?
 - To what extent are HP Veterans retaining permanent housing at exit?
- What are the most common permanent housing destinations for RRH Veterans? HP Veterans? Veterans in families? Single Veterans?
- How do subsidized housing exits compare to non-subsidized housing exits?
- What percentage of Veterans are exiting to homeless situations?
 - What are the most common homeless situation exits?
- To what extent are Veterans exiting to institutional situations?

Table 13-14: Veteran Income, Income Sources and Benefits

Tables 13.1 thru 14.3	Domains		
	At Exit		
	Persons	Veterans	Households
		✓	

Tables 13 and 14 provide income and benefit information, respectfully, for Veterans who have exited from SSVF HP or RRH projects.

Income: The two tables in section 13 examine Veteran income: Income changes (Table 13.1) and Income at entry by exit destination (Table 13.2).⁶ Both tables use the same categories and groupings of monthly income at entry. However, only Veterans who exited HP or RRH are included in these tables.

Table 13.1 (Veteran Income: Monthly Income Changes from Entry to Exit) tracks changes in Veterans income from entry to exit. It shows the increases, decreases, no change (“same”) and unknown changes (due to missing entry or exit income). By comparing income changes at exit for each income group at entry, grantees can better understand the income impact of their SSVF services. However, income gains that may occur after a successful exit would not be captured in this table.

Table 13.2 (Veteran Income: Monthly Income at Entry by Destination Type) shows the destination outcomes for HP and RRH Veterans at exit, by their income at entry. This allows grantees to see how monthly income at entry correlates to housing destination. This table can show if Veterans at certain income groups are disproportionately exiting to non-permanent destinations.

Income Sources: Table 14.1 shows the income sources of Veterans who exited SSVF HP or RRH projects. These sources include earned income, government benefit-based income, insurance income, retirement income, family support income (alimony, child, etc.), and other income.

The income source data displayed here indicates the number of exited Veterans with each income source. For example, if one exited Veteran had VA service-connected disability at a level of \$900 per month at entry and exit, then that would be shown in this table on the “VA service-connected disability” row as 1 Veteran under “tot_Entry” and “tot_Exit”, and the same 1 Veteran under the applicable project type field columns.

The field names ending with “_change” are calculations of change from entry to exit for each category. For example, of exited Veterans, if 10 had earned income at entry, and 15 had earned income at exit, then the change shown would be 50.00%.

This table can help grantees understand the distribution of income sources of exited Veterans and the changes in those sources over the course of their enrollment in SSVF. This may help grantees in planning income source enrollment activities.

⁶ At the time of this guide’s publication, the names of the Tables 13.1 and 13.2 are swapped in the Monthly Report. This issue is slated to be remedied later in the fiscal year.

Benefits: The remaining section 14 tables show benefit information for exited SSVF Veterans: benefit sources (Table 14.2) and health insurance benefits (Table 14.3). These two tables use the same field names as Table 14.1, explained above.

The benefit services for families covered in Table 14.2 include, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Temporary Assistance for Needy Families (TANF) child care, TANF transportation, and other TANF services. Additionally, this table includes the number of exited Veterans that did not receive any of these services and those that were missing such benefit information. These services' eligibility are limited to Veterans in households with children, among other WIC and TANF limitations.

Table 14.3 covers broad-based health insurance benefits, including Medicaid, Medicare, the State Children's Health Insurance Program (SCHIP), VA Medical Services, Employer Provided Health Insurance, COBRA, Private Pay Health Insurance, State Health Insurance for Adults, and the Indian Health Service Program. Additionally, this table includes the number of exited Veterans that did not have any health insurance and those that were missing health insurance information.

From a data quality perspective, significant numbers of missing benefit services for families or health insurance information should be reviewed closely by grantees. These benefits can make difference in supporting Veteran households in stabilizing their housing situations and lives.

Sample Questions that Can Be Examined with These Tables:

- Are low income Veterans at entry increasing their income at exit?
- As a whole, are any income categories of Veterans losing income at exit?
- How successful are low income RRH and HP Veterans with low income at entry making into permanent housing at exit? How does that compare to the total percentage?
- Which income sources and benefits are Veterans gaining by SSVF exit?
 - Any differences by project type?
- How many Veterans had health care coverage at entry compared to exit?
- What types of health insurance are most common for exiting HP and RRH Veterans?
- Are Veterans receiving the types and levels benefits at exit that the grantee expected?
- Are there significant data quality issues with income source or benefits data collection?

Table 15: Veteran Service Information

Tables 15.1 thru 15.4	Domains At Entry		
	Persons	Veterans	Households
		✓	

The Table 15 section shows SSVF enrolled Veterans service information on Theaters of Operations (Table 15.1), Number of Theaters of Operation (Table 15.2), Military Branch (Table 15.3), and Length of Military Service (Table 15.4).⁷ The Veterans service information in these tables is shown by project type, household type and gender.

In Table 15.1, theater of operations information is shown for any of the listed military conflicts (World War II thru OEF/OIF/OND). The “Other” theater of operations category is short for other peace-keeping operations or military Interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo). Only physical presence within the geographic area during the conflict is required for a Yes response to be recorded in HMIS. In other words, Veterans need not have participated in combat or come under fire to be included in a theater of operation. For that reason, not all Veterans have a theater of operations, such as Veterans the members of the National Guard that were activated into duty. Conversely, Veterans may have served in more than one theater of operations over the course of their military careers. Taken together (i.e. no required theater and multiple theaters allowed factors), this table does not sum to the total number of Veterans.

In Table 15.2, a distribution of the number of theater of operations per Veteran is shown. For example, if a Veteran served in the Korean War and the Vietnam War, then they would be included in the “Two” category in this table.

In Table 15.3, a distribution of Veterans’ military branches are shown. As with Table 15.1, Veterans may have served in multiple military. As such, the sum of military branch data may exceed the total number of SSVF Veterans.

Lastly, Table 15.4 shows a distribution of SSVF Veterans’ military service lengths.

Together, these four tables provide grantees with a basic scope of enrolled Veterans’ military service. That may be useful for program planning and service coordination efforts with VA and community partners.

Sample Questions that Can Be Examined with These Tables:

- Which branch of the military were most common for HP Veterans? RRH Veterans?
- Of female Veterans served, which theater of operations was most common?

⁷ At the time of this guide’s publication, the numbers of the tables in this section are start with the number 16. This issue is slated to be remedied later in the fiscal year.

- How many Veterans served in more than one theater of operation?
 - Did they tend to be served by RRH or HP?
 - What household types were they in?
- How do military service times differ by project type?

III. SSVF Data Analyses

The SSVF Monthly Report provides an extensive amount of data for analysis. There are 31 tables across 15 sections that can be analyzed. Some of those analyses can be done using only the data in one table, while others may require data from multiple tables to be used. This section presents only a few basic analysis examples, for the purposes of sparking grantee analysis ideas.

When setting up any analyses of SSVF Monthly Report data, we recommend using the [Domains](#) section to make sure that like domains and universe are used or that they are used in a complimentary fashion.

As noted earlier in the [Time Period](#) section, this report often includes months beyond the latest month with full data submitted to the Repository. For that reason, we recommend excluding those future or incomplete months from analyses.

Performance Analyses

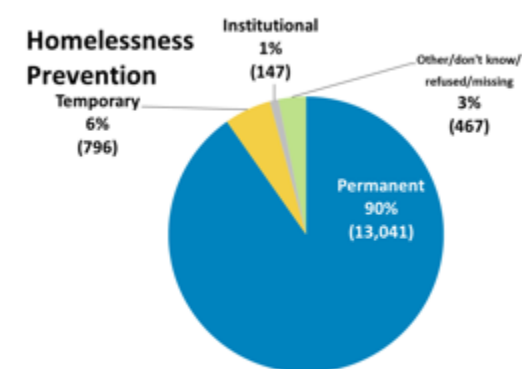
A performance analysis can help grantees understand the strengths, weaknesses and opportunities for improving client outcomes.

Housing placements: The percentage of exiters that leave SSVF for permanent housing destinations are a critical performance metric. Setting a housing placement goal and tracking exit destinations throughout the year can help grantees to understand and adapt to housing placement challenges. The following tables can be useful for housing placement performance analyses:

- Table 4.1 Housing Outcomes - Exited Clients by Destination Type: HP Housing Outcomes
- Table 4.2 Housing Outcomes - Exited Clients by Destination Type: RRH Housing Outcomes
- Table 12 Veteran Residence at Exit / Destination
- Table 13.1 Veteran Income at Entry and Exit: Monthly Income at Entry by Destination Type

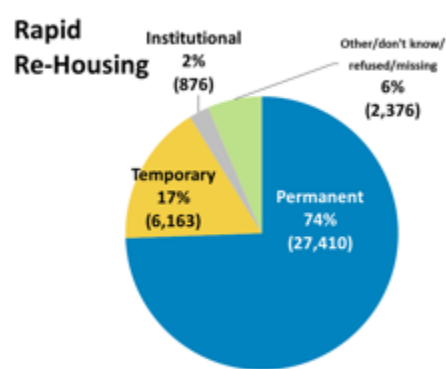
Sample Graphs (uses Table 12 data; SSVF Annual Report, FY 2019)

Exhibit 4.2: Veteran Exits, by Housing Outcome and Assistance Type (FY 2019)



n=14,451

SOURCE: SSVF-HMIS Repository data.]



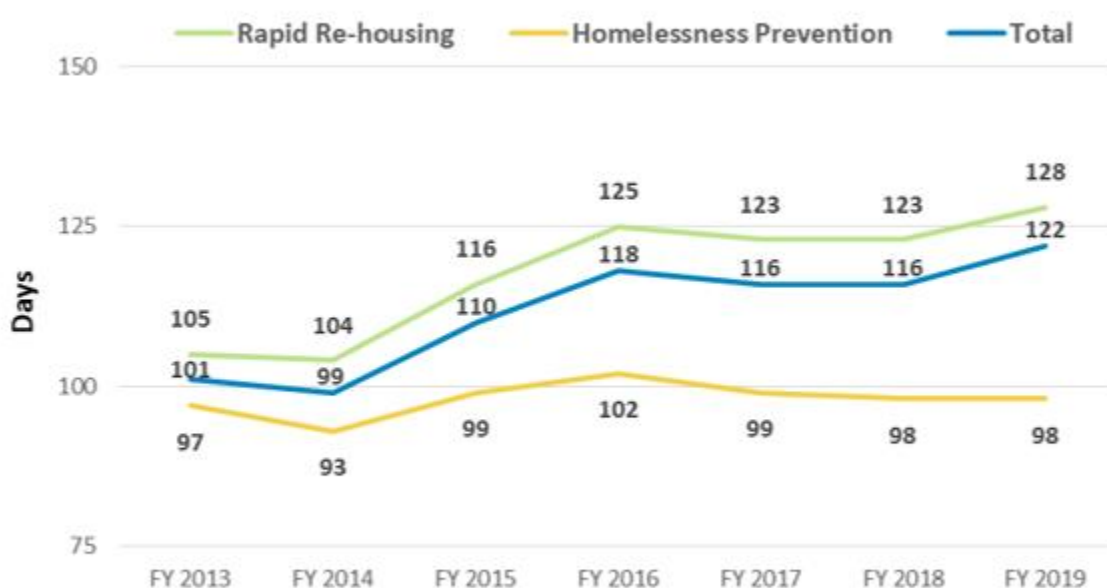
n=36,825

Timing components: SSVF aims to properly and rapidly assist Veteran households with housing stabilization or placement. For that reason, grantee should understand and track Veterans' length of stay (HP or RRH) and time to housing placement (RRH exiters to permanent housing only). The following tables can be useful for timing component performance analyses:

- Table 5.1 Length of Stay in Program: Veterans Active on Last Day of Report Period
- Table 5.2 Length of Stay in Program: Exited Veterans by Destination Type (PH/non-PH)
- Table 5.3 RRH Veterans - Length of Time to Housing Placement by Household Type

Sample Graph (uses Tables 5.2; SSVF Annual Report, FY 2019)

Exhibit 4.6: Average Length of Participation of Veteran Exiters, by Assistance Type (FYs 2013-2019)



SOURCE: SSVF-HMIS Repository data.

Equity Analyses

Equity analysis can help grantees more proportionately enroll and serve SSVF clients. By analyzing SSVF Monthly Report data by race/ethnicity group, gender, disability, disability and age group, grantees can start to better understand the experiences of those groups, and promote fairness in services, practices, and outcomes. Reviewing data by group can help grantees to identify possible disparities to further research. In the [further information](#) section, additional resources for equity analyses will be provided.

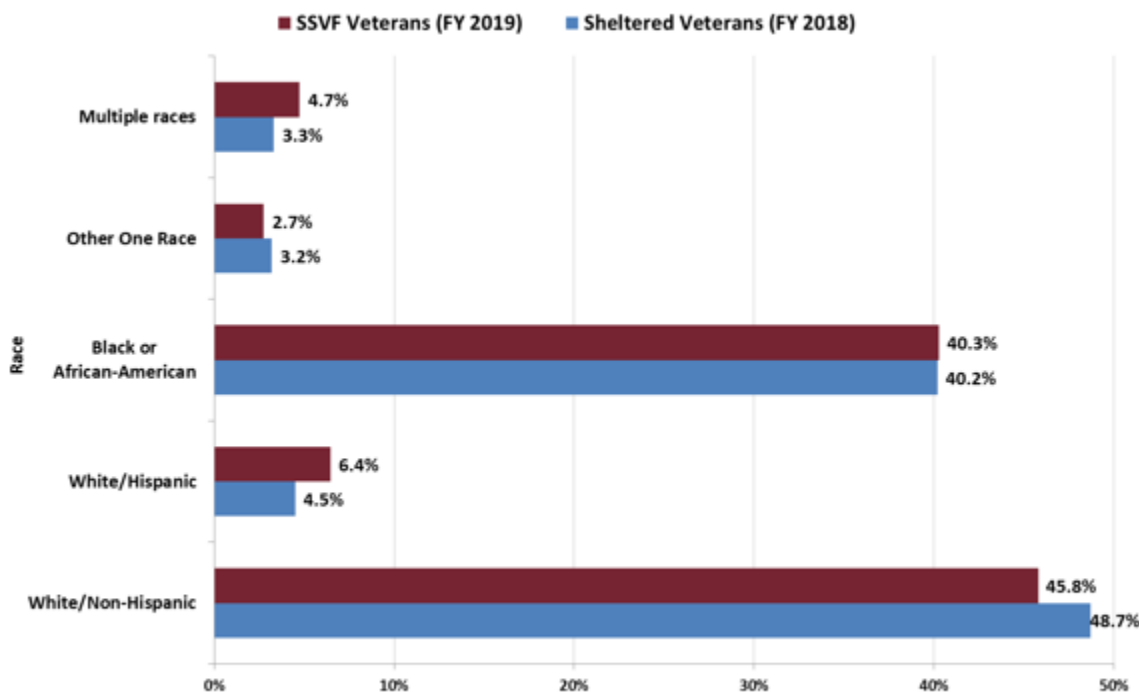
Enrollments: The Monthly Report's data Veteran enrollments can help to identify possible disparities in SSVF program enrollment. Enrollment disparities may stem from numerous areas, including referral system issues, outreach locations or practices, language barriers, and staff training issues. To create a valid enrollment analysis, it is often necessary to compare your results to a reference source with

comparative population such as the applicable CoC's shelter system report, Point-In-Time Count, etc. The following tables can be useful for equity enrollment analyses:

- Table 1 Grant Overview - Unduplicated Totals
- Table 2 Homelessness Prevention
- Table 3 Rapid Re-Housing
- Table 9.1 Participant Demographics: Race/Ethnicity and Household Type
- Table 10.1 Veteran Demographics: Race/Ethnicity and Household Type
- Table 10.2 Veteran Demographics: Gender and Household Type
- Table 11 Veteran Residence Prior to Project Entry

Sample Graph (uses Table 10.1 and HUD's AHAR Report; SSVF Annual Report, FY 2019)

Exhibit 3.6: Veterans Served, by Race



SSVF Veterans= 70,596; Sheltered Veterans= 105,820

SOURCES: SSVF-HMIS Repository data; AHAR data.

Usage Analyses

To ensure the TFA and client services are being well utilized, grantees should track their usage throughout the year. That can helps improve grantee planning efforts, and improve staff's understanding of resource usage by Veteran households.

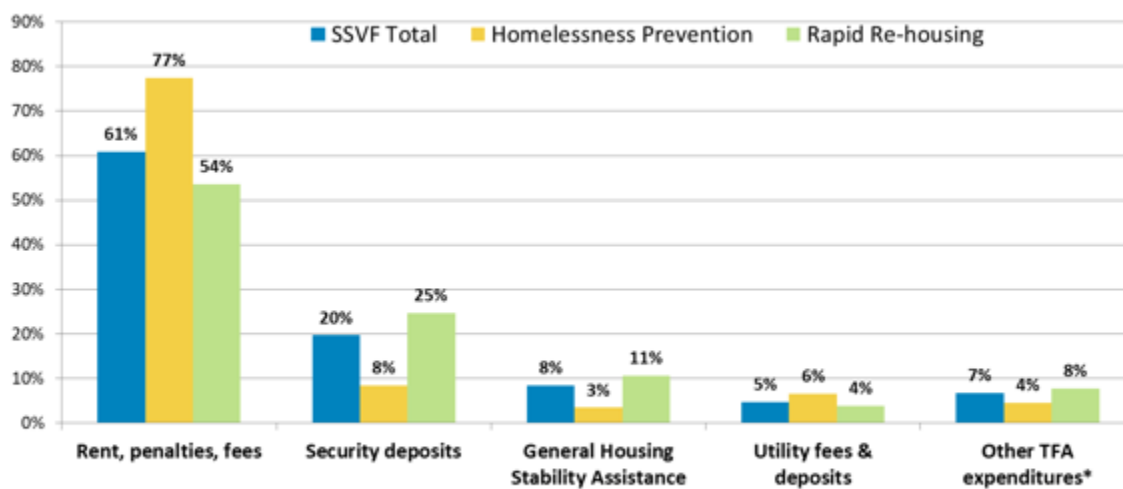
For TFA, grantees can analyze the overall amount of TFA used, type of TFA used, and the amount yet unused. For services, grantees can use the report to review their usage expectation by project and household type.

The following tables can be useful for usage analyses:

- Table 6.1 Amount of Temporary Financial Assistance (TFA) by Type - Homelessness Prevention
- Table 6.2 Total TFA by Household Type - HP
- Table 7.1 Amount of Temporary Financial Assistance (TFA) by Type - Rapid Re-Housing
- Table 7.2 Temporary Financial Assistance by Household Type - Rapid Re-Housing
- Table 8.1 Homeless Prevention Services
- Table 8.2 Rapid Re-Housing Services

Sample Graph (uses tables 6.1 and 7.1; SSVF Annual Report, FY 2019)

Exhibit 2.3: TFA Expenditures, by Type (FY 2019)



* Other TFA expenditures include transportation, emergency housing assistance, moving costs, child care, and other costs.

IV. Further Information

SSVF HMIS technical assistance staff can provide additional assistance to grantees with any questions about this guide. They can be reached at ssvfhmis@abtassoc.com.

Resources

SSVF Resources

SSVF Annual Report: The latest SSVF Annual Report available can be found at [SSVF University](#). It includes SSVF data analysis examples.

SSVF University: For SSVF grantees seeking to develop, implement, and improve their program, VA has established the [SSVF University](#) as an online resource. Additionally, this site includes an [HMIS Section](#) with SSVF HMIS, Repository and data guidance resources.

VA Data Guide: The [VA Data Guide](#) includes all data management requirements to VA grantees required to participate in HMIS while providing the necessary tools to properly meet these requirements and manage program data. That guide can be used to review details about all of the data elements used in the SSVF Monthly Report.

HUD Resources

Annual Homeless Assessment Report (AHAR): The [AHAR](#) is a set of reports that provide the national picture of the homeless population, including homeless Veterans. This report is useful for retrieving national and local Veterans homeless data, and for reviewing types of homeless data analyses.

CoC Analysis Tool: Race and Ethnicity: The [CoC Analysis Tool](#) draws on Point-In-Time (PIT) Count and American Community Survey data to facilitate analysis of racial disparities among people experiencing homelessness. Such an analysis is a critical first step in identifying and changing racial and ethnic bias in our systems and services. This tool can be used as a comparison point for equity analyses.

COVID-19 Homeless System Response: Rehousing Activation and Racial Equity: This [document](#) provides definitions of equity, equality and racial equity, and an overview of Racial Equity Impact Assessments (REIAs).